

## McKendree Home Improvement Grant

### Documentation for Eligibility

This program is for income eligible homeowners.

**Required Documents:** Homeowners must bring an original signed application and the documents shown below to the eligibility interview.

- **Tax Information:** Copies of the most recent Federal income tax return(s) for all adults in the household, along with all schedules and W-2 forms. (Electronic summary, e-File, or TeleTax are not acceptable.)
- **Income Information:**
  - Wage earners must provide pay stubs indicating income for the previous 30 days. This applies to all wage earners within the household. Pay stubs should show the employer's name and address, the frequency the payment is received, gross income per period, and total income earned to date.
  - Self employed or business owners must bring a notarized year-to-date summary statement of income and expenses.
  - Retirees must bring proof of pension, Social Security, and/or any other sources of income.

### Additional Documentation for Special Situations:

- If you are married and filed separate tax returns, you must provide the most recent tax return for you and your spouse.
- If you did not file a tax return in the most recent tax year, you must include a letter from the U.S. Internal Revenue Service (IRS) certifying that they have no record of you filing a tax return. You may contact the IRS at 1 (800) 829-1040.
- If you did not file taxes because you were a full-time student, you must provide a copy of your school transcript or a class schedule showing that you were a full-time student during the most recent tax year.
- If you are newly arrived in the United States and did not file taxes during the previous year, you must:
  - include a letter from the IRS certifying that they have no record of you filing a tax return [you may contact the IRS at 1 (800) 829-1040 to request such a letter];
  - verify your entry date (a copy of the first page of your passport and a copy of the page with the date of entry stamp).
- If you have a newborn child who was not listed on your Federal income tax return, you must provide a copy of the child's birth certificate.
- If a dependent is 18 or older, you must verify whether they are a student or working. If they are working, you must provide copies of their two most recent pay stubs from their employer.
- If you receive alimony or child support put the amount received in the space indicated, and provide a copy of the settlement that indicates the amount received.







\* Income of spouses and all adults in the household must be included on this application, attach additional information if necessary.

**HOUSEHOLD INFORMATION:** Provide the requested information for each household member. **Include yourself and co-applicant in this section.**

Name	Relationship	Gender		Date of Birth
	Homeowner/Applicant	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
		<input type="checkbox"/> Male	<input type="checkbox"/> Female	
		<input type="checkbox"/> Male	<input type="checkbox"/> Female	
		<input type="checkbox"/> Male	<input type="checkbox"/> Female	
		<input type="checkbox"/> Male	<input type="checkbox"/> Female	
		<input type="checkbox"/> Male	<input type="checkbox"/> Female	
		<input type="checkbox"/> Male	<input type="checkbox"/> Female	

**Eligibility - The Exterior Home Improvement Grant requires that the applicant own and occupy the property AND the household income cannot exceed the following :**

FAMILY SIZE	MAXIMUM GROSS ANNUAL INCOME
1	\$46,750
2	\$53,400
3	\$60,100
4	\$66,750
5	\$72,100
6	\$77,450
7	\$82,800
8	\$88,150

**CERTIFICATIONS (signatures are required from all homeowners as recorded on the property deed.):**

By signing below:

- I/We certify that this is an owner-occupied property.
- I/We agree to allow the County to review my/our application and supporting documents to determine my/our eligibility for the Exterior Home Improvement Grant.
- I/We certify that the information provided on this application is true and complete to the best of my/our knowledge.
- I/We understand that the County may make inquiries to verify this information and that the County may take legal action against persons who benefit from this program under false pretenses.
- I/We certify that I/we have read, understand, and will comply with the program requirements.

\_\_\_\_\_  
Signature of Homeowner                      Date                      Signature of Homeowner                      Date

\_\_\_\_\_  
Signature of Homeowner                      Date                      Signature of Homeowner                      Date

## OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE

### ELIGIBLE

### INELIGIBLE

☐ IN-PERSON INTERVIEW  
CONDUCTED BY

TOTAL ANNUAL HH INCOME:

\$ \_\_\_\_\_

☐ OVER INCOME

☐ RENTER

☐ Other (specify reason)

\_\_\_\_\_  
Staff Initials                      Date

TOTAL HOUSEHOLD SIZE: \_\_\_\_\_

☐ PERSON(S) ATTENDING  
ELIGIBILITY INTERVIEW



